



JOB DESCRIPTION

CHIEF FINANCIAL OFFICER

225 Days – Range I - Certificated Management Salary Schedule (ESD/HSD)

DEFINITION: Under the direction of the Superintendent, the Chief Financial Officer is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of the Business Services Division, Payroll, Maintenance and Operations, and Food and Nutritional Services; oversee business related services to the District; serve as a member of the Superintendent's Cabinet; and perform all other assigned duties.

DIRECTLY RESPONSIBLE TO: Superintendent

EXAMPLES OF ESSENTIAL FUNCTIONS: Essential duties may include, but are not limited to:

- Participate as a member of the Superintendent's Cabinet in the overall planning and direction of District functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on district, county and statewide school business committees
- Plan, organize, control and direct operations and activities of the Business Services Division; oversee and participate in finance activities including developing fiscal policies for the District, certifying state and federal reports, providing information and assistance to sites and district departments and district personnel, and other activities as required; assure operations comply with established law, rules and regulations
- Collaborate and communicate with all district divisions and departments
- Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to county office personnel, District and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations
- Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures
- Conduct financial analysis for negotiations and project costs; provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures
- Oversee and approve District records and report preparation and maintenance; coordinate certification of school district

revenue limits, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis

- Provide technical expertise, information and assistance to the Superintendent regarding district budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action
- Monitor and evaluate District finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency
- Administer systems of checks and balance to ensure legal compliance of Local Control Funding Formula (LCFF) in the Elementary School District and Basic Aid in the High School District.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required
- Assure compliance with AB1200 budget approval, oversight, monitoring activities for local school districts and coordinate the review of recommendations in school district audits and action taken on exception items.
- Serve as advocate for San Rafael City Schools business services area and confer with school district representatives on business matters and fiscal issues impacting California schools
- Represent the branch and/or District to state and federal officials; make presentations to associations, community groups and others regarding District matters
- Develop and prepare the annual preliminary budget for the Business Services Division; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Develop and demonstrate a culture of collaborative and customer service in the Business Services Division
- Build the capacity of the Business Services Division team to respond to and resolve issues and challenges
- Support school sites with budgets and short and long term fiscal planning with a focus on innovative options and solutions
- Work with members of the school community to creatively solve and resolve budget and fiscal issues

- Effectively communicates relevant components of the district budget so they are understandable for all audiences
- Supervise and evaluate the performance of assigned department heads and staff
- Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities
- Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to departments regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system
- Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work
- Perform all other related duties as assigned.

REQUIRED MINIMUM SKILLS AND ABILITIES:

Knowledge of:

- Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management
- Principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts
- Laws, rules, regulations relating to school district business activities
- Principles, practices, and techniques of program and policy development, implementation, monitoring and control
- Operating programs and guidelines of California's FCMAT (Fiscal Crises and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for district oversight
- Skills required to operate a computer and to utilize pertinent software programs.

Ability to:

- Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions
- Exercise sound judgment and recognize political and priority implications related to programs and strategies
- Demonstrate leadership, interpersonal consensus building and communication skills
- Establish and maintain effective working relationships with county office and district leadership, staff, parents, community agencies, individuals and groups
- Exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies;
- Establish priorities, and evaluate the effectiveness of programs and services on an ongoing basis
- Function as a positive, contributing member of an education team
- Conduct work during day and evening hours at a variety of locations.

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING:

- Master's degree preferred with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education
- DOJ Fingerprint Clearance (upon offer of employment)
- Valid California Driver's license

REQUIRED MINIMUM PRIOR WORK EXPERIENCE:

- Seven (7) or more years of comprehensive and progressive directly related experience. Prior experience as a business or fiscal director in a large California school district or county office of education is preferred.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure, and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision making and problem solving where office-wide cross-branch concerns are at stake.

SUPERVISION OF OTHERS:

Directly supervises assigned department heads, managers and other support staff.

WORKING CONDITIONS:

PHYSICAL REQUIREMENTS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing.

ENVIRONMENT: This job is performed in a school environment that includes indoor and outdoor duties. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

Pending Board Approval on April 18, 2016